



## ***SUBCONTRACTOR PAYMENT APPLICATION CHECKLIST FINAL BILLING***

All Subcontractors and Major Material Suppliers:  
The following documents are required with ALL applications for payment.

**FAILURE TO SUBMIT ANY ITEMS LISTED BELOW WILL RESULT IN PAYMENT APPLICATIONS BEING REJECTED AND NOT PROCESSED UNTIL A COMPLETE AND ACCURATE APPLICATION IS SUBMITTED.**

- PAY APPLICATION CHECKLIST ACKNOWLEDGEMENT** – REVIEW AND SIGN THE ACKNOWLEDGEMENT AT THE BOTTOM OF THIS PAGE. **ATTACH THIS COVER SHEET TO ALL PAYMENT APPLICATIONS.**
- LEVEL 3 CONSTRUCTION, INC. APPLICATION FOR PAYMENT** – COMPLETE A FINAL LEVEL 3 CONSTRUCTION, INC. APPLICATION FOR PAYMENT TO RELEASE THE RETENTION HELD DURING THE PROJECT. ALL APPLICATIONS FOR PAYMENT MUST BE ON THIS FORM.
- SCHEDULE OF VALUES** – PROVIDE A COMPLETE AND APPROVED SCHEDULE OF VALUES ON AIA G702 & G703 FORMS OR AN ALTERNATE FORM ACCEPTABLE TO LEVEL 3 CONSTRUCTION, INC.
- 2<sup>ND</sup> TIER SUBCONTRACTOR/SUPPLIER LIST** – PROVIDE A COMPLETE 2<sup>ND</sup> TIER SUBCONTRACTOR/SUPPLIER LIST SIGNED AND NOTARIZED FOR EVERY 2<sup>ND</sup> TIER SUBCONTRACTOR/SUPPLIER PAID OVER \$5,000 USED ON THE PROJECT. SUPPLIER, VENDOR OR SUBCONTRACTORS MAY NOT BE REMOVED FROM THIS LIST AT ANY TIME.
- SUBCONTRACTOR LIEN WAIVER** – PROVIDE A CONDITIONAL FINAL LIEN WAIVER FOR YOUR COMPANY SHOWING TOTAL DOLLAR AMOUNT (CONTRACT AMOUNT) THAT WILL BE RELEASED WITH FINAL RETENTION BILLING.
- 2<sup>ND</sup> TIER SUBCONTRACTOR/SUPPLIER/VENDOR WAIVERS** – PROVIDE A UNCONDITIONAL FOR EVERY SUPPLIER/VENDOR LISTED. FINAL BILLING MUST INCLUDE A WAIVER FOR EVERY COMPANY LISTED. A COPY OF FINAL WAIVER MUST BE PROVIDED.

THE FOLLOWING ITEMS WILL ALSO RESULT IN A PAYMENT HOLD IF NOT RECEIVED BY OUR OFFICE PRIOR TO SUBCONTRACTOR PAYMENTS BEING RELEASED:

- OPERATION & MAINTENANCE MANUAL & WARRANTY DOCUMENTATION
- CURRENT LIABILITY AND WORKER'S COMPENSATION INSURANCE CERTIFICATE WITH COMPLETED OPERATIONS COVERAGE
- AS-BUILTS
- JOB SPECIFIC WARRANTY LETTERS
- PROJECT SPECIFIC ITEMS – CERTIFIED PAYROLL, MATERIAL TAX RECORDS, ETC.

SUBCONTRACTOR ACKNOWLEDGEMENT:

I HEREBY CERTIFY THAT I HAVE REVIEWED THE REQUIREMENTS FOR PAYMENT LISTED ABOVE AND IN THE LEVEL 3 CONSTRUCTION, INC. SUBCONTRACT AGREEMENT. I ACKNOWLEDGE THAT FAILURE TO SUBMIT ANY OF THE REQUIRED DOCUMENTS SHALL BE GROUNDS FOR WITHHOLDING OF PAYMENTS IN ACCORDANCE WITH LEVEL 3 CONSTRUCTION, INC. POLICY.

X

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Signature

\_\_\_\_\_  
Printed Name / Title

\_\_\_\_\_  
Date